

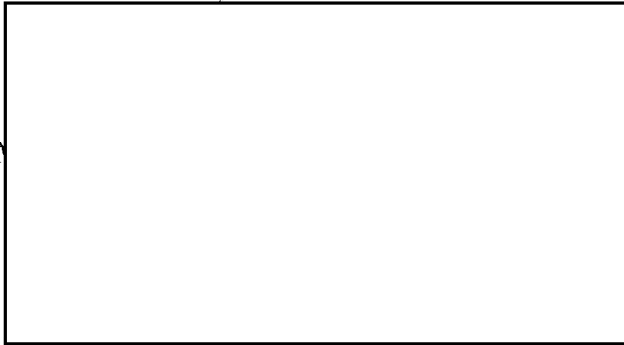
S E C R E T

9 February 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Second Meeting of the ICGWG, 31 January 1962

1. The second meeting of the Intelligence Collection Guidance Working Group (ICGWG), postponed from 26 January, was held 25X1A 00 hours on 31 January 1962. Members attending were:



25X1A 2. The minutes of the first meeting were reviewed and 25X1A
[redacted] requested a correction in the sixth paragraph.
For the record: OO has [redacted] guides not "types" of guides.

3. Acting upon the Chairman's request for a more exhaustive sampling of collectors for their candid comments on guidance and recommendations for improvement, [redacted] reported that 25X1A
all Field Offices (FO) had been canvassed. He distributed to the members a summary memorandum of results and eight annexes. The annexes contained individual FO replies to the following questions:

- a. How good is the guidance for collection that you are receiving?
- b. What type of guidance, (or what type of material) is of most use?
- c. What of least use?
- d. Do you need more or less material (handbooks, manuals, etc.) as background for fulfilling requirements?

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- e. Do you consider current guides as collection requests?
 - f. If not, how do you use the current Division guides?
 - g. How do you evaluate OSI, ORR and OCI guides?
 - h. In summary, if you had to start all over again in your office, what type of guidance material would you need in order to do the job best?
4. Discussion on certain specific points raised by OO/CD elicited the following:
- a. FO's have more guidance, of all varieties, than they can assimilate and use. In some instances a house-cleaning of out-dated material might help and indexing, headquarters control of what is sent and similar devices might ease the burden. However, these would constitute only a partial solution. It appears that within CIA there is very little duplication of guidance, particularly in the area of manuals and general collection aids. Therefore, thorough exploitation of duplication will have to await the stage when CIA and DIA can study the problem jointly. In the meantime, the ORR and OSI members of ICGWG will determine where there may be any overlap between their "guides", "gaps", "general requirements", etc.
 - b. The suggestion that a standard format would assist in filing and retrieval is also being studied by ORR and OSI.
 - c. Grief over demise of the OCI country handbook was noted but action for resurrection is not recommended. Although Chapter 1 of NIS is apt to be outdated it goes part way towards filling this

ILLEGIB



received
from OCI

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need and there are such other easily obtainable and overt almanacs of information as "Facts on File" - used apparently by newspapermen. In effect, it appears to the ICGWG that production of this document is a time consuming luxury, not commensurate with the results that might be expected, particularly in view of the existence of other, useable aids.

CB1 annual
series
ILLEGIB

d. ICGWG also felt that "a composite country handbook -- containing all intelligence needs on that country" would be another luxury.

PRL approach
5. letter

STATSPEC

5. [] definitely feels that it needs more guidance. Its problem appears to be more one of communication than any radical change in available guidance so it was agreed that a separate, small group should meet on this; comprised perhaps of [] OCI, STATSPEC ORR, OSI, State and the Chairman, ICGWG. At a later date NSA might also be consulted.

6. Mr. Estey consulted DD/P Divisions and contributed the following, general comments:

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a. OCI's PRLs are almost universally liked - Africa being the sole exception of note.

b. FE particularly pleased with ORR's China handbook. ORR works closely with FE on this product and therefore a general, obvious but quite important conclusion is that when consumer and collector work together on guidance, optimum results may be expected. The OSI SICA's are in this category.

c. DD/P's general feeling is that guides give perspective on subjects and countries. Headquarters studies these, extracts and tailors them for field use. Conceivably there could be too many guides on too many subjects for this to be done economically

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and well but the improvement and increased discrimination in the IPC lists may now be used confidently to establish priority and help the weeding process.

EE + FE in

d. SR¹ is the principal user of the various guides and other Divisions rely on it for support, including extracts and guidance for the Liaison Services.

e. Because of its method of handling guidance, DD/P does not like the "accountable" feature of the ORR Guides. It would obviously feel the same way about the OSI General Requirements, if it received all of them.

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7. [] of OCR reported on a meeting with ACSI/Collection Division. Undoubtedly what he learned will be stated again, at the point where CIA and DIA discuss guidance but certain of his findings are worth recording at this juncture:

a. All guide types of requirement are regarded as for instruction and reference. Although field collectors use them in exploiting targets of opportunity, ACSI does not direct collection action against them.

b. Attaches from Satellite areas use such tangible aids as maps and charts but by and large only have time to get a rough idea of other types of available guidance.

c. The majority of ORR and OSI "guides" are unsuited to MA action. However, if they are in the field and a target crops up, they will either remember the existence of a guide or ACSI will remind them.

d. Exploitation Branch of ACSI/CD would like to see "guides" separated from "requirements."

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e. "Guides" should contain: background material, charts, graphics, possible sources.

f. A Summary of Current Gaps, to be kept current on about a six month basis, is also desired.

8. The foregoing is only a sampling of the DIA picture but it points up the need for canvassing all collectors as to their needs. Such sampling is of course only a beginning. The next step is to study available guidance in the context of what the collector says he needs. Corollary and concurrent would be a study of the suitability of existing types of guidance to answer priority questions, should an appropriate collector exist. No form of guidance should be eliminated or arbitrarily combined with another until all factors, including possibly some reeducation of the collector, have been considered.

Chairman

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9. The next meeting will be held in 6F33 at 1400 hours, Wednesday, 14 February. After a report from [redacted] on any duplication between ORR and OSI guides and the question of a uniform format, the ICGWG will attempt a first draft of recommendations to the Chairman, Central Reference Advisory Group.

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Distribution:

- 2 - each ICG Working Group Member
- 4 - Staff/SI

OSI: Staff: [redacted] rh/6516 (9 Feb 62)

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